



VERIFICATION OF ENROLLMENT (VOE) PROCEDURES

WHAT IS A VOE FORM? A Verification of Enrollment Form (VOE) is a form for teen drivers which documents the student's enrollment, attendance and grades. It is required by the State of Texas in order for a student to obtain a driver's license. This [Texas Department of Public Safety](#) site lists requirements for teen (student) drivers in Texas. *As stated on the official VOE form, the issuance or denial of the VOE is strictly a local school decision.*

VOEs for Braswell students are signed by Braswell High School administrators, after a review of the student's records. Once signed, the student submits the VOE to the Department of Public Safety (DPS), when the student applies for their driver's permit/license.

IMPORTANT INFO

- VOEs must be requested by the student (using their DISD-issued gmail account) via the official [VOE Request Form](#) on the Braswell website. No emails, phone calls or in-person requests.
- We will provide the signed form when approved. Note: Administrators have the right to issue, deny or delay issuing a VOE based on their review of the student's record. Administrators will review the following when determining the student's eligibility for a VOE:
 - Attendance - this is in compliance with the 90% rule¹
 - Grades - our expectations parallel the UIL 'no pass, no play' requirements²
 - Behavior
 - Outstanding fees/fines
- Please DO NOT schedule your appointment at the DMV before first obtaining your VOE.
- Please pay attention to the expiration date on your VOE.
- Students will be notified via their school email when their VOE is ready to be picked up.
- **We will not issue VOEs over the phone, or at the last minute, due to a VOE being expired.**
- **We will not fax or email VOEs to DPS offices. Students must pick up their VOE document from Braswell HS.**

VOEs ISSUED DURING THE SCHOOL YEAR

- During the school year, a VOE is good for only 30 days from the date of issuance.
- It takes a **minimum of 72 business hours** to process but could be longer.

¹ Texas Education Code, Section 25.092 states that a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered

² <https://www.uil-texas.org/policy/tea-uil-side-by-side/academic-requirements>